

**THIS FORM FOR USE BY STAFF AND AFFILIATES OF
DEPARTMENT OF EDUCATION ONLY**



GOVERNOR'S VOLUNTEER AWARDS 2008

NOMINATION FORM

Submission Deadline is March 7!

There is no question that contributions from volunteers greatly enhance our cities, our towns, our schools, and our state. Iowa consistently ranks among the top five states in the country for its volunteerism rate. It is estimated that 38% of Iowa's population is actively involved in volunteering; the national average is 26.7%.

The Governor's Volunteer Awards (GVA) program has been designed to give organizations an easy, cost-effective way to honor their volunteers with a prestigious award. Volunteers may be selected for an award in one of three categories: Individual; Group; or Length of Service.

Each year, regional ceremonies are held across Iowa to recognize and thank hundreds of volunteers for the commitment, service and time that they donate to Iowa's city and state government agencies and nonprofit organizations. Honorees are invited to attend the ceremony nearest their home address. Nominators and agency coordinators are encouraged and welcome to attend the regional recognition ceremonies to help congratulate their volunteers — details about which ceremony site your volunteers have been invited to attend will be sent via e-mail and will be posted online at www.volunteeriowa.org/awards.

To help you select your "Super Star" volunteer(s) for an award, think about their contribution to the agency/organization. What were the benefits of the nominee's efforts? What makes the accomplishments of this nominee more significant than all other volunteers? How many hours were contributed by the volunteer to the agency/organization?

Have questions not covered here? Visit www.volunteeriowa.org/awards, or contact the GVA Coordinator: Jody Benz, Iowa Commission on Volunteer Service, icvs@iowalifechanging.com, 515.242.4764 (toll-free: 1.800.308.5987).

INSTRUCTIONS — PLEASE READ CAREFULLY

- **Complete one form for EACH Individual, Group, or Length of Service award.** A couple, "Joe and Sally Jones" should not be submitted on a single form, but may be submitted separately for two individual awards.
- **Type or print legibly and complete ALL sections. Double-check the spelling of the nominee's name and verify that the mailing address is correct.**
- **Even though these awards are considered "non-competitive", ALL nomination forms must be submitted through and approved by a state agency, the Iowa League of Cities, or the Iowa Nonprofit Resource Center at The University of Iowa. Forms not submitted through the appropriate agency will not be honored.** Examples: a school should submit nominations through the Iowa Department of Education, while a local Scout troop would submit their nominations through the Iowa Nonprofit Resource Center; a City Parks Department would submit their selection through the Iowa League of Cities.
- **RETURN COMPLETED FORM TO THE COORDINATOR LISTED BELOW NO LATER THAN MARCH 7, 2008.** Keep a photocopy for your file and send the original form to the person listed below (if the coordinator's information is missing, visit www.volunteeriowa.org/awards to find the coordinator for your organization).

Angie McClannahan, Department of Education

Grimes State Office Building, 400 E 14th Street

Des Moines, IA 50319

Phone: 515-281-5313 Fax: 515-242-6025

Angie.McClannahan@iowa.gov

- **Unfortunately, from time to time a volunteer will pass away before they receive their award. In that instance, please contact the GVA coordinator immediately to request that the award be presented posthumously.**

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2008 GOVERNOR'S VOLUNTEER AWARD NOMINATION FORM

SUBMISSION DEADLINE: MARCH 7, 2008

Please type or print legibly, complete ALL sections and double-check for accuracy! This information will be used to prepare the award certificate and ceremony invitation from the Governor's Office.

If Page 1, which contains specific submission instructions, is not included with this form, please visit www.volunteeriowa.org/awards for information on where to send your completed nomination form.

AWARD RECIPIENT INFORMATION

Prefix: _____ First Name: _____ Last Name: _____
(Dr., Pastor, MSgt., etc.) (If this is a "Group" award, include contact person's name here and name of group below)

Mailing Address: _____

City, State, Zip: _____

Phone: () _____ E-mail: _____

ADA Needs, if known: _____
(Braille, large print, sign language interpreter, wheelchair accessible ceremony location, or other)

AWARD TYPE (select only ONE — do not combine multiple nominations on this form.)

_____ **Individual** — To recognize an individual volunteer's exceptional achievement or contribution to the agency/organization. **Name of Individual:** _____
(as it will appear on the certificate, if different than above)

_____ **Group** — To recognize significant contributions by service clubs, unions, schools, religious groups, etc. whose members volunteer as a group to further the mission of the agency/organization.
Name of Group: _____
(as it will appear on the certificate)

_____ **Length of Service** — To recognize an individual's or group's long-term commitment to one agency/organization.
Years of service: 5 / 10 / 15 / 20 / 25 / Other: _____
(increments of 5 years only)

AWARD DESCRIPTION

Why was this individual or group chosen for an award? Please be very specific and give a short explanation that can be included in a congratulatory letter to the recipient from the coordinating agency — **no more than two sentences** — (i.e., serving on the board of directors, tutoring students, organizing fundraising drive, participating in Adopt-a-Highway, etc.).

PERSON COMPLETING THIS FORM

Prefix: _____ First Name: _____ Last Name: _____
(Dr., Pastor, MSgt., etc.)

Organization: _____
(do NOT use acronyms)

Phone: () _____ E-mail: _____
(REQUIRED)